

Terms and Conditions for the utilization of the WII 'NOEA Revolving Funds'

As approved by the competent authority, a separate revolving fund has been created for payment of fees for different types of researcher/students at WII. The details of the fee structure are as follows:

- a) PhD scholars (all students affiliated through WII to any of its associated institutions): **INR 8000/-** per year (non-refundable)
- b) M.Sc. Dissertation students: **INR 10000/-** for six months (non-refundable)
- c) Internship programs (both paid and unpaid interns): **INR 5000/-** for six months (non-refundable)
- d) Volunteers: **INR 2000/-** for six months (non-refundable)

The details of the bank account are as given below:

Beneficiary Name	Director, Wildlife Institute Of India
Bank Account No.	518502010059571
Name of Bank	Union Bank of India
Name of Branch	Union Bank of India, Chandrabani
Account Type	Saving Account
IFSC Code	UBIN0551856
SWIFT Code	UBININBBDER
MICR Code	248026006

Terms of usage of the NOEA Revolving Funds

This fund will be used for various academic purposed of WII. These include:

- 1) Conduct of PhD and M.Sc. interviews at WII (for both FRI and AcSIR affiliations).
- 2) Conduct of Ad-Hoc board meetings for affiliated institutes, as required.
- 3) Payment of honorarium for external examiners (M.Sc., PhD interviews and viva-voce examinations)
Note: Travel arrangements and refreshments will not be covered from the revolving fund. Such expenses will be covered by the PI, as required.
- 4) Procurement of stationary and other necessary items in the NOEA with regard to academic activities.
- 5) Development and maintenance of online database system for the PhD students of WII where all details will be stored at a single place, and can be accessed by the competent authority.
- 6) Any other academic expenses, as approved by the Competent Authority.

- 7) All expense requests will be routed through the NO/ANO of External Affiliation and Academic Coordinator, AcSIR through file for approval to the competent authority. Following necessary approval expenses can be made from this revolving fund.

Instructions for the Researcher/student community regarding fee payment process

It is directed that all researcher of WII (PhD, M.Sc. dissertation, Intern and volunteers) need to pay the fees to this account directly (physical/ online transaction mode) before issuance of office order. The process for different category of students is as following:

- a) **PhD scholars:** Every PhD scholar need to submit an annual fee of Rs. 8000/- at this account. Once they submit the fees, they need to provide copy of the transaction details (bank challan/ online transfer details) to the respective person at the academic office. The fee receipt will be kept in their personal file/e-file. Unless they pay their annual fee starting from August 2022, no files will be processed by the NOEA office. The NO/ANO of the NOEA and AcSIR Coordinator will supervise the details of the fee submission details and periodically update the competent authority.
- b) **M.Sc. Dissertation Students:** Any student approaching through faculty member of WII need to pay this fee for their dissertation/s. Respective PIs will forward their duly filled application form to the Dean, FWS for necessary approvals through NO/ANO. Once approved, the student needs to transfer the fee (Rs 10000/- for six months) to the above-mentioned account directly (physical/ online transaction mode) and submit the copy of the transaction details (bank challan/ online transfer details) through file to the NO/ANO of the External Affiliation. The office order will be issued after approval from NO/ANO-EA.
- c) **Student interns:** Any student approaching for internship (for unpaid internship) through faculty member of WII need to pay this fee. Respective PIs will forward their duly filled application form to the Dean, FWS for necessary approvals through NO/ANO. Once approved, the student needs to transfer the fee (Rs 5000/- for six months) to the above-mentioned account directly (physical/ online transaction mode) and submit the copy of the transaction details (bank challan/ online transfer details) through file to the NO/ANO of the External Affiliation. The office order will be issued after approval from NO/ANO-EA. Paid interns will not be requiring to pay any fees to the institute.
- d) **Volunteers:** Any student approaching for volunteer ship through faculty member of WII need to pay this fee. Respective PIs will forward their duly filled application form to the Dean, FWS for necessary approvals through NO/ANO. Once approved, the student needs to transfer the fee (Rs 2000/- for six months) to the above-mentioned account directly (physical/ online transaction mode) and submit the copy of the transaction details (bank challan/ online transfer details) through file to the NO/ANO of the External Affiliation. The office order will be issued after approval from NO/ANO-EA.